

LINE MATCHING

Step 1:

Click on “Match Ledger Lines” button on the bottom left.

The screenshot displays the ACMS (APHS Cost Management System) interface. The top navigation bar includes links for Home, Spending & Collections, Reconciliation & Analysis (active), Reporting, and Application Maintenance. A sub-navigation bar under Reconciliation & Analysis lists Reports: Status of Funds, Strategic Funds, Allocations, Employees, and Agreements. The main content area is titled "Reconciliation & Analysis" and contains a section for "Document Matches". This section explains that a list of matches at the document level is displayed for a particular ORGN and provides instructions on how to perform a search. Below the instructions, there are input fields for ORGN (set to "5530 - (2 unreconciled lines)"), Program, and BOC, along with a Search button. The results show "0 ledgers were matched." At the bottom of the page, there is a section titled "Match Ledger Lines" with a button labeled "Match Ledger Lines". An arrow points from a box labeled "Match Ledger Line Button" to this button.


Welcome ACMS User [\[Help\]](#) [\[Logout\]](#)

acms APHS Cost Management System

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Reports: [Status of Funds](#) [Strategic Funds](#) [Allocations](#) [Employees](#) [Agreements](#)

Reconciliation & Analysis

Document Matches 


A list of matches at the document level is displayed for a particular ORGN.

To get a match a search is done at the document level comparing document totals, number of line items, and transaction date within 5 days. In addition to document level matching, line level matching is also performed to match line items comparing BOC, amount, and program code. Only unique one to one matches are displayed at the document level.

Please select an ORGN and/or program code to use for document matching. No results found, select a different ORGN to use for document matching.

ORGN: Program: BOC:

0 ledgers were matched.

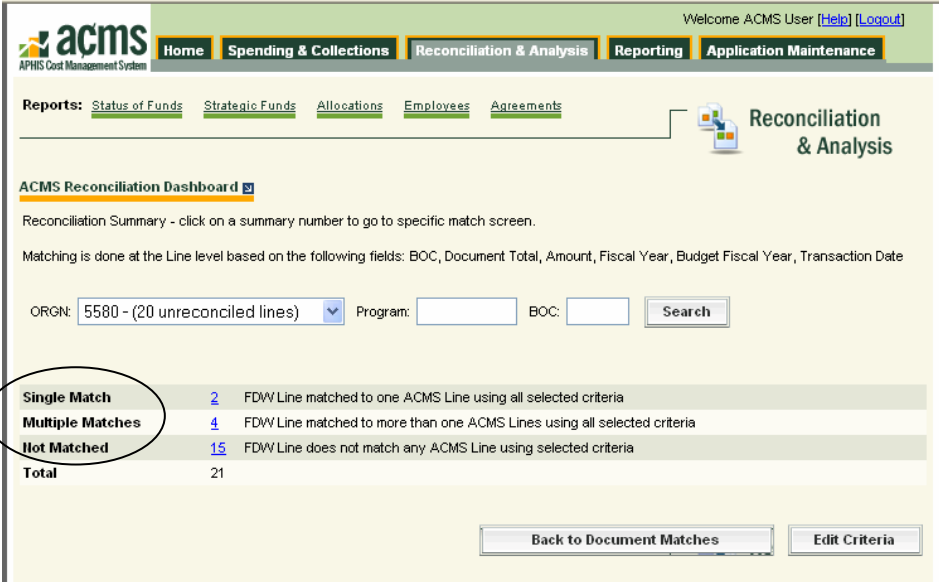
Match Ledger Lines 

Try to match on the default criteria above, if nothing comes up do the following. Reconciliation matching can also be performed at the Line Level using customizable criteria that can be configured to match on different fields. To continue on to Line level matching, click the "Match Ledger Lines" button.

Match Ledger Line Button

- The Ledger Line Matching screen is laid out in a Dashboard format.
- Results are separated into 3 types of matches:
 - Single Match: FDW line matched to a single ACMS line.
 - Multiple Matches: FDW line matched multiple ACMS lines.
 - Not Matched: FDW line does not match any ACMS lines.
- Remember: Matching is done at the line level, but reconciliation will be done at document level.

3 categories of results



ACMS Reconciliation Dashboard

Reconciliation Summary - click on a summary number to go to specific match screen.

Matching is done at the Line level based on the following fields: BOC, Document Total, Amount, Fiscal Year, Budget Fiscal Year, Transaction Date

ORGN:
 Program:
 BOC:

Single Match	2	FDW Line matched to one ACMS Line using all selected criteria
Multiple Matches	4	FDW Line matched to more than one ACMS Lines using all selected criteria
Not Matched	15	FDW Line does not match any ACMS Line using selected criteria
Total	21	

Step 2:

Click on number of matches found to drill down to details.

- You can filter the matches further using Program and BOC using search bar.
- Default matching is done on BOC, document total, amount, fiscal year, budget fiscal year, and transaction date.
 - You can create your own custom criteria search by clicking on “Edit Criteria” button.
 - Criteria is always displayed in the header text.

The screenshot shows the ACMS Reconciliation & Analysis dashboard. The top navigation bar includes links for Home, Spending & Collections, Reconciliation & Analysis (selected), Reporting, and Application Maintenance. Below this, there are links for Reports: Status of Funds, Strategic Funds, Allocations, Employees, and Agreements. The main heading is "Reconciliation & Analysis".

The "ACMS Reconciliation Dashboard" section includes a "Reconciliation Summary" link and a note: "Matching is done at the Line level based on the following fields: BOC, Document Total, Amount, Fiscal Year, Budget Fiscal Year, Transaction Date".

Below this is a search bar with the following fields: ORGN: 5580 - (20 unreconciled lines) (dropdown), Program: (text input), BOC: (text input), and a Search button. An annotation points to the search bar area with the text "Search Bar".

Below the search bar is a table showing match results:

Match Type	Count	Description
Single Match	2	FDW Line matched to one ACMS Line using all selected criteria
Multiple Matches	4	FDW Line matched to more than one ACMS Lines using all selected criteria
Not Matched	15	FDW Line does not match any ACMS Line using selected criteria
Total	21	

An annotation points to the numbers in the table with the text "Click on numbers to drill down.".

At the bottom of the dashboard, there are two buttons: "Back to Document Matches" and "Edit Criteria". An annotation points to the "Edit Criteria" button with the text "Edit Criteria Button".

Other annotations include "Current criteria." pointing to the matching fields text and "Edit Criteria" pointing to the "Edit Criteria" button.